



Title: Title 1, Payroll/Personnel Manual

Chapter: Chapter 8, Section 3, Special Payroll Processing System (SPPS 1.0 Web-Based Version)

Bulletin: SPPS 08-01, Guidelines and Timeframes for Processing SPPS Payroll Transactions

Date: June 30, 2008

To: Holders of Payroll/Personnel Manual

This bulletin provides supplemental guidelines to agencies for processing Web-based Special Payroll Processing System (SPPS) payroll transactions submitted to the National Finance Center (NFC). Specifically, the transactions being addressed in this bulletin are those initiated by agencies in Web-based SPPS that require NFC intervention to calculate and complete the transactions for processing. The following are a few examples of these types of transactions: refunds or collections of deductions, such as Federal Health Benefits (FEHB) and Thrift Savings Plan deductions; transfers of taxes and FEHB benefits; back pay cases; reversals of erroneous payments; OWCP adjustments; and FLSA adjustments, etc.

Each payroll transaction is unique and requires an individual assessment of the requirements to complete processing. Factors that impact processing timeframes include:

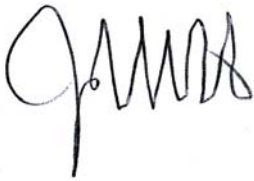
- **Number of pay periods involved** (e.g., transactions take longer to research and process if they do not fall within the 25 pay periods plus current pay period data stored within the Payroll/Personnel System.)
- **Complexity of the research needed** (e.g., adjustments that agencies initiate to restore employees to the Payroll/Personnel System as a result of a settlement require more lengthy research and more calculations than many other transactions.)
- **Volume of transactions received.**

Given these factors, NFC processes an SPPS transaction, on average, **7 business days** after receipt. Once a transaction is complete and ready to be released for processing, NFC updates the NFC Remarks field in SPPS to reflect the completion status. Because each transaction varies, some transactions may be processed in a shorter timeframe while others may take longer than the average 7 business days.

Beginning July 21, 2008, if a transaction is not processed within the 7 business days timeframe, NFC will input status information into SPPS on the 8th business day to facilitate the agency's ability to track the transaction. The status information will include the date the status is updated and a narrative description of what is being done on the case. NFC will update the status information every 5 business days until the transaction is processed. Agencies can see this status information by accessing Web-based SPPS and clicking on the Notes icon.

Additional information regarding SPPS can be found in the SPPS procedure, which is available online at the NFC Web site. To view and/or print this procedure, go to the NFC Home Page (www.nfc.usda.gov) and click the Publications link at the top of the page. At the Publications page right-hand menu, click Bulletins by Title/Chapter, then search for SPPS 1.0 Web-based Version on the list provided.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about SPPS to the Payroll/Personnel Call Center at **504-255-4630**.



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